

Дата: 29.09.2022

Група №15

Урок № 13-14

Тема уроку: «**Business Trip.**»

Мета уроку: ознайомитися з новою лексикою теми та тренувати використання нових фраз у реченнях та діалогів. Вдосконалювати навички усного мовлення та письма. Розвивати культуру спілкування та мовленнєву реакцію учнів. Провести контроль знань.

Матеріали уроку:

**1. Запишіть число, тему та номер уроку:**

*Thursday, the twenty-ninth of September.*

*Class Work.*

*Lesson #13-14*

*Topic: « Business Trip »*

**I. Read, translate and discuss the text.**

**Business Trip**

Employees of different countries usually go on business trips. Any firm chooses only the best representatives for it. Companies can arrange such trips both in and outside the country. There are many reasons of going on business: to make a contract, to discuss different terms of delivery, payment or shipment, to have tests, to do consultancy, to improve once professional skills, to work etc.

Usually itinerary of the trip is carefully planned by the head of the department or an executive. A business trip can be a long term or a short term one. Often an employee must give a financial report to the chief.

As a rule businessman has a chance to go sightseeing or to visit theatres, or just have some rest after the working day. They also try to buy gifts or presents to relatives, friends and colleagues.

Business today is international, so business people often have to travel. On a trip people may meet colleagues and business partners for the first time. It is usual for colleagues from different countries to experience cultural difficulties. In other words, they may be surprised by foreign a social condition that is the different ways that other nationalities or different cultures do things. Management styles are also differed from country to country. In some cases it is useful to get a piece of advice from a special agency, consulting on the questions of international business.

Business trip requires proper planning. Here are steps you can take to become organized and well prepared for a business trip.

1) Review your company's travel policies. Each company has different rules and policies in place for business trips. It is important to be familiar with your company's travelling policies, as your actions on the business trip will reflect on you and your ability to follow and demonstrate company policy.

2) Prepare travel documents for international travel. Depending on which country you are travelling to, you may need mandatory vaccinations or documents such as passports or visas. Find out if your home country has an embassy or consulate at the place you are travelling to in the case of emergencies or dangerous situations.

3) Make reservations and travel arrangements. If your company makes you responsible for booking and reserving your travel accommodations, make sure you do so in advance. Reserve a hotel room, rental car, train tickets, or airline tickets. If you are travelling to a country that celebrates different holidays, check to make sure businesses are still open for the accommodations you need.

4) Develop an itinerary and document contact information. To stay organized as best as possible, keep records of all your travelling arrangements and accommodations such as flight times, the hours of operation for the hotel lobby or rental car company and business meetings.

5) Obtain the proper currency or make sure your bank or credit card functions properly where you travel. Depending on the payment method your company wants you to use, you may need to verify branches of your bank exist at your destination as well as payment methods accepted by the hotel, airline or other locations. Learn how to obtain proper currency if you are travelling internationally.

6) Learn cultural information and etiquette when travelling to a different country. Some countries practice certain etiquette methods, which may be crucial to making the proper business impressions. For professional reason, learn about the culture and their native language ahead of time by reading books and travel guides or by attending cross-cultural training classes or seminars.

7) Pack everything you need for the business trip. Start a packing list a few weeks ahead of time with items you will need, adding to it gradually up to the time you actually pack to make sure you don't forget anything important. Begin with business items such as your laptop computer, reports and contracts, and list personal items such as clothing, cosmetics, prescriptions and more.

## **II. Find in the text English equivalents to Ukrainian word and word combinations. Write down the sentences with them.**

Визначні місця, начальник відділу, покращувати професійні навички, рідна мова, обговорювати різні терміни постачання, щеплення, квитки на потяг, укласти контракт, заздалегідь, небезпечна ситуація, організувати, платежі, доставка, причини, посольство, консульство, особисті речі.

**III. According to the text, are the following statements true or false? If they are false, give the correct statement.**

1. Employees of different countries usually go on business trips.
2. Any firm can choose any representatives for it.
3. Companies can arrange such trips only outside the country.
4. A business trip can be a long term one.
5. Often an employee must give a financial report to the chief.
6. As a rule businessman has a chance to go sightseeing or to visit theatres, or just have some rest after the working day.
7. Business today is not international, so business people seldom have to travel.
8. Each company has the same rules and policies in place for business trips.
9. If your company makes you responsible for booking and reserving your travel accommodations, make sure you do so in advance.
10. Reserve a hotel room, rental car, train tickets, or airline tickets.

**IV. Use the words from the list below to complete the sentences.**

Trip, company, business, passports, planning, vaccinations, destinations, hotel, tickets, information, important, emergency, reasons, language, ahead, visas.

1. Business \_\_\_\_\_ requires proper \_\_\_\_\_.
2. Each \_\_\_\_\_ has different rules and policies in place for \_\_\_\_\_ trips.
3. Depending on which country you are travelling to, you may need mandatory \_\_\_\_\_ or documents such as \_\_\_\_\_ or visas.
4. Reserve a \_\_\_\_\_ room, rental car, train tickets, or airline \_\_\_\_\_.
5. Depending on the payment \_\_\_\_\_ your company wants you to use, you may need to verify branches of your bank exist at your \_\_\_\_\_ as well as payment methods accepted by the hotel, airline or other locations.
6. Document the contact \_\_\_\_\_ of people you are meeting on your business trip should any delays or \_\_\_\_\_ situations occur.
7. For professional \_\_\_\_\_, learn about the culture and their native \_\_\_\_\_ ahead of time by reading books and travel guides or by attending cross-cultural training classes or seminars.

8. Start a packing list a few weeks \_\_\_\_\_ of time with items you will need, adding to it gradually up to the time you actually pack to make sure you don't forget anything \_\_\_\_\_.

**V. Read and dramatize the conversation. Write down new phrases.**

Greta: How was your business trip, Liam?

Liam: It was great! I did everything that was planned and I still had some time for sightseeing.

Greta: Wait, did you go to Berlin or Paris?

Liam: This time the meeting was in Paris, so I managed to go explore the Eiffel Tower and the Champs Elysees.

Greta: How interesting! You should tell me all about it.

Liam: Well, the day we arrived, we were warmly welcomed at the Charles de Gaulle airport by the French party.

Greta: What language did you choose to communicate? As far as I know you don't know French well.

Liam: They provided us with a professional translator. Her name was Sarah and she accompanied us everywhere during these five days.

Greta: I see. That explains a lot. Where did you go after the arrival?

Liam: They drove us to one posh hotel where we could rest after the flight. After that we had to participate at one important meeting with international colleagues. I met many interesting people there. The meeting went well. Then we were free to explore the city.

Greta: Did you go anywhere special in the evening?

Liam: We went to one Japanese restaurant for some sushi. The place was in the very heart of the city, so we enjoyed the perfect window-view.

Greta: What else did you do during this business trip?

Liam: There were two more meetings on the second day of our arrival. I was lucky to meet the CEO of the company. He turned out to be a very talkative and open-hearted person.

Greta: How did you spend the third day in Paris?

Liam: I have an old school friend who lives there. I wrote him a message saying that I'll be in Paris for several days and he agreed to meet at some point. We went to the street cafe to chat.

Greta: I bet he was excited to see you.

Liam: He was, indeed. We had a great time there. I started to get used to these street-type French cafes or coffee places.

Greta: Have you seen anyone playing the hand-organ in the streets? I know that Parisian street music is romantic.

Liam: I have. I've seen this old gentleman a couple of times playing some music in front of our hotel.

Greta: Now, my last question is: "Have you managed to fall in love in Paris?"

Liam: No, I haven't. I've met a wonderful girl on my last day, but we decided to stay friends.

Greta: What a pity! Everyone I know tend to fall in love in that city of romance.

Liam: Maybe next time I will. However, all things considered I think my trip was successful. We signed a couple of valuable contracts.

Greta: That's good to hear. Next time it's my turn to go the Parisian headquarters.

**Home task: Tell how to become well prepared for a business trip.**

**Виконані завдання надсилати сьогодні на електронну пошту викладача:**

**Россоха Н.М-[nataross2017@gmail.com](mailto:nataross2017@gmail.com)**

***Бажаю успіхів!***